

**APPLICATION FOR HOME OCCUPATION PERMIT**  
**CITY OF AUBURN, NEW YORK**

Complete and return this application along with the \$50.00 fee to the Code Enforcement Office, 24 South St, Auburn, NY 13021. Application review will require ten (10) business days. If your application meets the requirements of a permitted home occupation you will be issued a Certificate of Occupancy for same once an inspection has been conducted. If the application does not meet the requirements expressly permitted by the Zoning Ordinance you may apply to the Zoning Board of Appeals for a variance.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Zoning: \_\_\_\_\_

Tax Map: \_\_\_\_\_

Describe fully the nature of the occupation/business you wish to conduct from your residence including days and hours of operation:

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What are the dimensions of the room(s) or area which will be utilized for the occupation?

\_\_\_\_\_ feet by \_\_\_\_\_ feet = \_\_\_\_\_ square feet. Total square footage of residence: \_\_\_\_\_

Will there be any employees who do not reside at the subject dwelling? Yes ☐ No ☐

If yes, how many? \_\_\_\_\_

How many clients would be anticipated to visit the premises at one time? \_\_\_\_\_

What would be the projected length of time per client visit? \_\_\_\_\_

**\*\*There shall be no retail sales from the premises.\*\***

\_\_\_\_\_  
Printed name of applicant

\_\_\_\_\_  
Signature

\*\*\*\*\*

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public or Commissioner of Deeds

APPLICATION FOR INCLUSION ON THE MONTHLY PLANNING BOARD MEETING

1. Applicant name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

2. Purpose of application: ☐ Subdivision; ☐ Special Permit; ☐ Site Plan Review; ☐ Other (describe)

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3. Fees: Site Plan, Special Permit (Home Occupation) \$50.00

Subdivision: \$50.00 plus \$50.00 per new lot to be created up to \$300.00

Other: Verify with Code Enforcement or Planning staff.

\*\*Please make checks payable to City of Auburn.

4. Dates and deadlines: The Planning Board meets the first Tuesday of every month (barring holidays-please refer to the schedule on the City web-site). Completed applications and fees are due three (3) weeks prior to the meeting.

5. Please complete the appropriate application for action required.

§305-24D Accessory uses and structures.

(15) Home occupations.

- a) In order to protect residential areas from adverse impacts associated with home occupations while allowing residents a choice in the use of their home as a place of livelihood, the following standards have been developed to maintain the peace and quiet of residential neighborhoods and guarantee residents freedom from excessive noise, traffic or other adverse effects of commercial and business uses conducted in residential areas.
- b) Home occupations shall be conducted by the resident of the dwelling unit, who may employ no more than one nonresident employee.
- c) Space utilized for the home occupation may not exceed 25% of the dwelling unit up to a maximum of 500 square feet.
- d) The home occupation shall not alter the exterior appearance of the structure or be visible from the street.
- e) A single identification sign, not to exceed two square feet in area, may be attached to the structure.
- f) No outside storage or display relating to said home occupation shall be permitted.
- g) The home occupation shall not produce noise, vibrations, electrical disturbance, smoke, odor, dust, heat, traffic or other effects not consistent with the character of the principal use and the general character of the zoning district in which it is located.
- h) Off-street parking shall be provided as set forth in § 305-26. In determining the number of off-street parking spaces required, the spaces used by the residents shall be excluded.
- i) The following are permitted as home occupations upon issuance of a zoning permit:
  - 1) Instructing or counseling of up to six persons at one time.
  - 2) Custom dressmaking, tailoring or millinery.
  - 3) The rooming or boarding of not more than two persons.
  - 4) Studio of artist or writer.
  - 5) Home crafts or home cooking and preserving.
  - 6) Offices of sales representatives and consultants.
  - 7) Babysitting of children in accordance with any applicable regulations of the State of New York.
- j) The following are prohibited as home occupations:
  - 1) Animal hospitals, stables or kennels.
  - 2) Auto repair and paint shops.
  - 3) Mortuaries.
  - 4) Restaurants, private clubs and retail sales.
- k) All home occupations not permitted or prohibited as set forth herein shall be permitted only by special permit. In addition to the general standards set forth herein and applicable to special permits, the Planning Board may impose additional conditions for home occupations considered to be exceptional or for home occupations in unique locations.

**617.20 Appendix B Short Environmental Assessment Form**

**Instructions for Completing**

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>					
Name of Action or Project:					
Project Location (describe, and attach a location map):					
Brief Description of Proposed Action:					
Name of Applicant or Sponsor:			Telephone:		
			E-Mail:		
Address:					
City/PO:			State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.				<b>NO</b>	<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:				<b>NO</b>	<b>YES</b>
3.a. Total acreage of the site of the proposed action? _____ acres					
b. Total acreage to be physically disturbed? _____ acres					
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres					

4. Check all land uses that occur on, adjoining and near the proposed action.

☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☐ Residential (suburban)  
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Parkland ☐ Other (specify): \_\_\_\_\_

<p>5. Is the proposed action,</p> <p>a. A permitted use under the zoning regulations?</p> <p>b. Consistent with the adopted comprehensive plan?</p>	<b>NO</b>	<b>YES</b>	<b>N/A</b>
<p>6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?</p>	<b>NO</b>	<b>YES</b>	
<p>7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?</p> <p>If Yes, identify:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<b>NO</b>	<b>YES</b>	
<p>8. a. Will the proposed action result in a substantial increase in traffic above present levels?</p> <p>b. Are public transportation service(s) available at or near the site of the proposed action?</p> <p>c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?</p>	<b>NO</b>	<b>YES</b>	
<p>9. Does the proposed action meet or exceed the state energy code requirements?</p> <p>If the proposed action will exceed requirements, describe design features and technologies:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<b>NO</b>	<b>YES</b>	
<p>10. Will the proposed action connect to an existing public/private water supply?</p> <p>If No, describe method for providing potable water:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<b>NO</b>	<b>YES</b>	
<p>11. Will the proposed action connect to existing wastewater utilities?</p> <p>If No, describe method for providing wastewater treatment:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<b>NO</b>	<b>YES</b>	
	<b>NO</b>	<b>YES</b>	

12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?		
b. Is the proposed action located in an archeological sensitive area?		
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	<b>NO</b>	<b>YES</b>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?		
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres:		
_____		
_____		
_____		
_____		
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<b>NO</b>	<b>YES</b>
16. Is the project site located in the 100 year flood plain?	<b>NO</b>	<b>YES</b>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES	<b>NO</b>	<b>YES</b>
18. Does the proposed action include construction or other activities that result in the impoundment of _____ water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size:	<b>NO</b>	<b>YES</b>
_____		
_____		
_____		
_____		
	<b>NO</b>	<b>YES</b>
		<b>S</b>

<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p>	<p><b>YES</b></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		

6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.**

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.



- 9 Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- 9 Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
Lead Agency Title of Responsible Officer

\_\_\_\_\_  
Print or Type Name of Responsible Officer in

\_\_\_\_\_  
\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency Signature of Preparer (if different from Responsible Officer)